

8/29/24 1:52 PM

## REQUEST FOR QUOTATION

NO: UNHCR-RFQ-280

**TO ESTBALISH THREE (2+1) YEARS FRAME  
AGREEMENT FOR**

**SUPPLY, INSTALLATION AND OPERATION OF  
VEHICLE TRACKING SYSTEM FOR UNHCR VEHICLES  
IN PAKISTAN**

9/13/24 1:52 PM

### Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly, invites qualified suppliers to make a firm offer for the establishment of three (2+1) years Frame Agreement(s) for provision of vehicle tracking system (VTS) for UNHCR vehicles in Pakistan specified in this Request for Quotation (RFQ).

### Section 1: Letter of Invitation

United Nations High Commissioner for Refugees, hereinafter

referred to as "UNHCR" hereby invites prospective bidders to submit a proposal in accordance with the General Conditions of Contracts and the Terms of Reference as set out in this Request for Quotation (RFQ).

#### RFQ Documents:

- Annex A: Terms of Reference
- Annex B: Financial Offer Form
- Annex C: UNHCR Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the provision of Services - 2018
- Annex E: UN Supplier Code of Conduct

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to **maintain** their quoted price model for the duration of this frame agreement.

Please note that the number of vehicles have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the quantity mentioned in Annex B. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Other United Nations Agencies, Funds and Programme shall also be entitled to the same prices and terms as those contained in the offers of the successful bidders within validity period or the successful bidder upon

inquiry may extend the validity period and could form the basis for a Purchase Order with other UN Agencies.

## Section 2: Note to Bidders

If you are interested in submitting a response to this RFQ, please prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and in the supplier portal.

### **IMPORTANT:**

If you are interested in submitting a bid in response to this RFQ, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR-RFQ-280 (see [User Guide](#) 39) and prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and via the supplier portal.

In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](#) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) and in the [User Guide](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36). Should you require further clarification, kindly communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, please contact on [pakissc@unhcr.org](mailto:pakissc@unhcr.org)

**Kristof Benedek Horvath**

**Senior Supply Officer**

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## 1 Overview

### 1.1 General Information

Title **UNHCR-RFQ-280 Vehcile Tracking System for UNHCR Vehicles**  
 Synopsis **TO ESTBALISH FRAME AGREEMENT FOR PROVISION OF VEHICLE TRACKING SYSTEM FOR UNHCR VEHICLES IN PAKISTAN**

### 1.2 Schedule

Preview Date  
 Close Date **9/13/24 1:52 PM**  
 Time Zone **Gulf Standard Time**  
 Open Date **8/29/24 1:52 PM**  
 Award Date

### 1.3 Negotiation Controls

Response Visibility **Sealed**

#### Lines Settings

Rank Indicator **1,2,3...**  
 Ranking Method **Price only**

### 1.4 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.5 Terms

Agreement Start Date  
 Agreement Amount (PKR)  
 Payment Terms **HCR Net 30**  
 Shipping Method  
 Negotiation Currency **PKR (Pakistan Rupee)**  
 Agreement End Date  
 Minimum Release Amount (PKR)  
 Freight Terms **DELIVERED AT PLACE**  
 FOB  
 **Buyer managed transportation**  
 Price Precision **0**

### 1.6 Attachments

File Name or URL	Type	Description
Annex D - General Terms & Cond	File	
Annex-B Financial offer form.x	File	
Annex E - UN Supplier Code of	File	
Annex C - Vendor Registration	File	
Annex-A Terms of Reference-Veh	File	

## 2 Requirements

*\*Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the requested information may result in disqualification of your offer from further evaluation.

Your offer should clearly state whether or not the services offered are fully conforming to the Terms of Reference given. If any, clearly state and disclose any discrepancies with the Terms of Reference.

The award of Frame Agreement(s) will be done to the lowest technically compliant bid submitted.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards. Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the volumes/services listed in this RFQ.

### **UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES - 2018**

Please note that the General Conditions of Contracts (Annex D) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

#### **2.1 Section 1. Mandatory Criteria**

Section Maximum Score: 18

- \*1. Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract.

Please confirm your **acknowledgement of the UNHCR General Conditions for Provision of Goods and Services.**

Download the Annex D - EN\_General Conditions - Goods and Services - 2018 and confirm your acceptance below.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of **Goods and Services.**

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D - EN_General Conditio	File	

Select one of the following:-

- a. I confirm our acceptance of the General Conditions (Annex D)(*Response attachments are optional*)

Comments:

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- \*2. Please confirm your **acknowledgment of the UN Supplier Code of Conduct** by uploading the signed **Annex E.**

However, please note that submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex E - UN Supplier Code of	File	

Select one of the following:-

- a. Yes, I accept the UN Supplier Code of Conduct(*Response attachments are optional*)

Comments:

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- \*3. **Please attached valid Data Class Value Added Services (CVAS) License from the Pakistan Telecommunication Authority (PTA).**

Maximum Score: 1

Select one of the following:-



- a. Yes, we have CVAS License and attached herewith.(Response attachments are required)
- b. No, we don't have such license(Response attachments are optional)

Comments:

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- \*4. **As a prerequisite for a supplier to be deemed eligible for an award of contract, the company should be a **registered business** for a minimum of **three** years.**

Please provide the company profile containing the following information.

1. Company registration certificate /license.
2. Company's Tax registration certificates
3. List of current Clients with contact details and description of the services being provided

Maximum Score: 1

Select one of the following:-

- a. Yes, the company profile provided with all required information.(Response attachments are required)
- b. Company Profile is incomplete(Response attachments are optional)

Comments:

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- \*5. **Please submit your complete technical proposal that should provide information on the following mandatory criteria. Kindly attach the complete technical proposal under Criteria # a (attachment section).**

**Real-Time Location Tracking**  
**Individual Trip/Date Wise Vehicle Tracking**  
**Tracking Data Storage**  
**Geofencing**  
**Speeding Alerts Via Emails**  
**Long Idle Time Alerts**  
**SOS Alarm**  
**System Security Features**  
**Data Analysis and Reporting**  
**Remote Monitoring**  
**Training and Support**  
**Non-Disclosure Agreement**

**Please tick the relevant criteria that complies with your technical proposal.**

**Note: Please do not attach any financial information or financial Proposal in this section.**

Maximum Score: 12

Select all that apply:-

- a. Real-Time Location Tracking: Live vehicle tracking thru GPS and GSM is available(*Response attachments are required*)
- b. Individual Trip/Date Wise Vehicle Tracking: Date and trip wise tracking options for individual trips + time period based trips is available in the system(*Response attachments are optional*)
- c. Tracking Data Storage: Upto 06 Months will be available(*Response attachments are optional*)
- d. Geofencing : Availability of multiple geofencing options for vehicle monitoring and speed alert setup.(*Response attachments are optional*)
- e. Speeding Alerts via emails: Speed Alerts specific to area speed limits, e.g., separate speed limits for urban, highways and motorways areas, will be available(*Response attachments are optional*)
- f. Long Idle Times Alerts thru email are available(*Response attachments are optional*)
- g. SOS Alarm - Available(*Response attachments are optional*)
- h. System Security Features : Battery tampering alert Jammer detection System alteration alert are available (*Response attachments are optional*)
- i. Data Analysis and Reporting : Incorporate data analysis tools to generate insightful reports on speed alerts, long idle time, vehicle usage and other relevant metrics, aiding in decision-making and resource optimization are available (*Response attachments are optional*)
- j. Remote Monitoring: Enable remote monitoring capabilities so that UN officials can access vehicle data from anywhere, facilitating efficient logistics management and emergency response. will be available(*Response attachments are optional*)
- k. Training and Support: Provide comprehensive training and ongoing technical support to UN staff responsible for using the vehicle tracking system, empowering them to utilize its full capabilities effectively.(*Response attachments are optional*)
- l. Non Disclosure Agreement The NDA should cover data access, storage, and sharing policies to ensure our information remains secure and confidential. will be accepted by the supplier(*Response attachments are optional*)

\*6. Bidder must provide minimum 1 year warranty of equipment and accessories installed.

Maximum Score: 1

Select one of the following:-

- a. Yes we will provide minimum 1 year warranty(*Response attachments are optional*)

\*7. Bidder must have an office in Pakistan to provide after-sales service

Maximum Score: 1

Select one of the following:-

- a. Yes, we have presence in Pakistan and have expertise to provide after-sales services. Detail in profile(*Response attachments are optional*)

Comments:

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## 2.2 Section 2. Optional Features

Section Maximum Score: 4

- \*1. **In addition to the technical proposal submitted in the first section, if you are proposing the following optional features, please submit relevant documentation under criteria # a (attachment section).**

1. Drive ID Captures
2. Vehicle Utilization Report
3. Multi-Platform
4. Onsite Server Setup

Maximum Score: 4

Select all that apply:-

- a. Driver ID Capture: Device Name. Device Type / Model, is available(*Response attachments are required*)
- b. Vehicle Utilization Report is available(*Response attachments are optional*)
- c. Multi-platform Access: Support access to the tracking system through multiple platforms including web browsers, mobile devices, and dedicated terminals, ensuring usability for field personnel., available(*Response attachments are optional*)
- d. Onsite Server Setup will be provided(*Response attachments are optional*)

Comments:

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### 2.3 Section 3. Financial offer

Section Maximum Score: 1

\*1.

**Please attach Financial Offer form in the attachment section**

Your Financial Offer must contain an overall offer in a single currency. For comparison purpose, UNHCR will convert offered prices to US Dollars, on applicable UN Exchange rate.

The financial proposal is to be submitted as per the Financial Proposal Form (Annex B).

Bids that have a different price structure may not be accepted.

**Please note that UNHCR has tax and duty exemption status, kindly provide prices without VAT.**

Please download the attached financial offer form, fill in the required details and upload it under this requirement.

The financial offer will only be considered if the bidder's technical offer

has passed the technical evaluation process and has been accepted by UNHCR as meeting the defined requirements

Maximum Score: 1

Select one of the following:-

a. Yes, the financial offer form (Annex B) is filled, signed and uploaded(*Response attachments are required*)

Comments:

**3 Lines**

Instructions	<p>Dear Bidders,</p> <p>Please provide here the unit price for [name here the Services requested], in line with your offer uploaded under the requirements section (Annex B, Financial Offer form).</p> <p>Please ensure that the unit price and total amount here matches the financial offer amount.</p> <p>[Note to Buyer: If you initiate the negotiation from a requisition, the requisition will appear here. If you start from scratch, please enter the details in the lines items below.]</p>
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**3.1 Line Information**

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Vehicle Tracking System Kit, Humanav	37	Each			
2-Annual Maintenance and operational cost of VTS System for 37-Vehicles	3	Year			

**3.2 Line Details**

**3.2.1 Line 1 Vehicle Tracking System Kit, Humanav**

Category Name	<b>Electronic supplies</b>	
Item	<b>EL-AC-10272</b>	Revision
Allow Alternate Lines	<b>No</b>	
Target Minimum Release Amount (PKR)		
Start Price (PKR)		

Note **Please Quote the cost of your proposed Vehicle Tracking system including the installation cost.**

**Price Breaks**

*You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.*

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

**3.2.2 Line 2 Annual Maintenance and operational cost of VTS System for 37-Vehicles**

Category Name **ADM Contractual services**

Item

Revision

Allow Alternate Lines **No**

Target Minimum Release Amount (PKR)

Start Price (PKR)

**Price Breaks**

*You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.*

Location	Quantity	Pricing Basis (Circle One Value)	Response Value